

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROP. FY
QSS Group, Inc.	NAS5- 99124 TASK NO. 178 AMENDMENT	423-428-12-86-89	2000

TASK TITLE: (NTE 80 characters; include Project name)

ESDIS Requirements Management and Web Page Support Services

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)	DATE	ORG CODE	MAIL CODE	PHONE
Randy Harbaugh <i>Randy Harbaugh</i>	12-3-99	581	423	301-614-5116
BRANCH HEAD	DATE	CODE	PHONE	
Steve Metcalf <i>[Signature]</i>	12/6/99	423	301-614-5311	
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)	DATE	CODE	PHONE	
Robert S. Lebar, Jr. <i>[Signature]</i>	12/7/99	560	301-286-6588	
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? (If YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)	CONTRACTING OFFICER'S QUALITY REP.		DESIGNATED FAM:	
<input checked="" type="checkbox"/> No <input type="checkbox"/> YES	Larry Moore			

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reqs and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: DEC - 9 1999

Contractor will develop specification or statement of work under this task for a future procurement.	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
Flight hardware will be shipped to GSFC for testing prior to final delivery.	<input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A
Government Furnished Property/Facilities:	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)
Onsite Performance:	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES If yes: <input type="checkbox"/> TOTAL <input checked="" type="checkbox"/> PARTIAL
If partial, indicate onsite work in SOW by asterisk (*)		
Surveillance Plan Attached:	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be January 1, 2000.

INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	<input checked="" type="checkbox"/> No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 1,378,523.

The target fee of this task order is \$ 16,348.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 1,394,871.

The maximum fee is \$ 23,893.

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

Lorrie L. Eakin
SIGNATURE OF CONTRACTING OFFICER

1/24/00
DATE

Lorrie L. Eakin
Contracting Officer

TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE:

AUTHORIZED SIGNATURE

DATE

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CONTRACT NO./TASK NO.

QSS Group, Inc.

NAS5-

99124

TASK NO.

178

AMENDMENT

Applicable paragraphs from contract Statement of Work:

STATEMENT OF WORK: (Continue on blank paper if additional space is required)

See attached statement of work.

PERFORMANCE SPECIFICATIONS:

There are no hardware deliverables.

See attached statement of work for other performance specifications.

APPLICABLE DOCUMENTS:

None

TASK END DATE: 9/30/00

MILESTONES/DELIVERABLES AND DATES:

See attached statement of work.

PERFORMANCE STANDARDS:

Schedule: On-time delivery/completion of the milestones/deliverables.

Technical: ATR's acceptance of the deliverables.

FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):

Randy Harbaugh, code 581, Bldg. 32, Rm. E240C

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Contract NAS5-99124

STATEMENT OF WORK:

TASK #: 178

ESDIS REQUIREMENTS MANAGEMENT AND WEB PAGE SERVICES

Task Start Date: January 1, 2000

The contractor will provide the software configuration and management and operational services of the ESDIS and EOSDIS homepages and the system administration for the NT Server supporting the ESDIS documentation database. The contractor will also provide ESDIS Requirements Management, which includes the following: Requirements Analysis, Interface Control Working Group (ICWG) activities and the development, enhancement and maintenance of the Project Information Management System (PIMS). Specific activities include:

Specific Tasks:

- Process homepage and file deliveries and maintain the ESDIS and EOSDIS Web Site baselines.
- Create and modify ESDIS related Web pages.
- Perform backups and file conversions on ESDIS IT server.
- Maintain and enhance web interface to ESDIS Project Information Management System (PIMS).
- Maintain, control, allocate, and distribute ESDIS Project level 2, EOSDIS component level 3, and interface requirements.
- Maintain, control, and distribute requirements traceability between ESDIS Project level 2, EOSDIS component level 3, and functional and interface requirements.
- Provide requirement analysts with access to requirements and requirement-related information in support of ESDIS Configuration Control Board (CCB) and the Project Configuration Management Boards (PCMBs).
- Develop and maintain CCR System and Master Document System.
- Maintain the ESDIS System Interface Control Plan.
- Maintain and enhance the Earth Sciences Enterprise (ESE) Ground Systems (EGS) Architecture Description web site and the EOS Ground System Architecture Concept drawings.
- Analyze all IRDs and ICDs for technical consistency and cross-element impacts.
- Participate in the ICWG as core team members responsible for managing the ESDIS interface control process, and maintain the ICWG IRD/ICD status matrix, IRD/ICD Master Schedule, and IRD/ICD listing.
- Develop and maintain the ECRS, the CCR/DCN System and the ESDIS Master Document Database World Wide Web sites.
- Assess the impact of requirement changes, initiating and conducting ad hoc working groups to address and resolve technical, operational and interface issues.

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STATEMENT OF WORK:**TASK #: 178****Deliverables:**

- Perform back-ups, files conversions, routine updates and maintenance on the ESDIS homepages – weekly (last day of the week)
- Web site metrics – monthly (last day of the month)
- Homepage Administrator's Guide updated – 9/29/2000
- ESDIS System Interface Control Plan – 1/30/2000
- EGS Architecture Description – 6/30/2000
- EGS Architecture Concepts – 3/31/2000; 9/29/2000
- ESDIS Managed Interface Documentation Status – monthly (last day of the month)
- ICWG IRD/ICD Master Schedule – monthly (last day of the month)
- Requirement metrics – monthly (last day of month)

Performance Specifications:

1. Requirements Analysis: Acceptable performance is that the Level 2 requirements and the Level 1/Level2 and Level 2/Level 3 requirements traceability are accurate and current. These requirements shall be maintained in the PIMS database and shall be accessible via the World Wide Web.
2. ESDIS Project Information Management System: Acceptable performance is that the PIMS database allows users access to all ESDIS controlled documents via the ESDIS Master Document System (EMDS), access to all Level 2 and 3 requirements via the ESDIS Consolidated Requirements System (ECRS), and access to all Configuration Control Requests via the ESDIS Configuration Control System (ECCS). All data on the PIMS will be accessible via the World Wide Web.
3. ESDIS System Interface Control Plan: Acceptable performance is that the plan accurately reflects the Interface Control Working Group and obtains ESDIS CCB approval with every update.
4. EOS Ground System (EGS) Architecture Concept: Acceptable performance is that this drawing accurately reflects the EGS architecture.
5. EOS Ground System Architecture Description: Acceptable performance is that this description accurately reflects the EGS architecture and is accessible via the World Wide Web.

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6. Support of the Interface Control Working Group (ICWG): Acceptable performance is that the ICWG Chairperson is satisfied with the agendas, meeting minutes, the IRD/ICD status matrix, the IRD/ICD Master Schedule and the IRD/ICD listing provided at the bimonthly ICWG meetings.
7. ESDIS and EOSDIS Web Site Development and Maintenance: Acceptable performance is that the ESDIS related web pages accurately reflect current information and is backed up routinely.